

ROUTING AND TRANSMITTAL SLIP

Date

2/6

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. C/P & TS	Bgr	2/6/80
2. C/P & TS - Please proof	pt	2/8/80
3. D.D/L	P	7 FEB 1980
4. D/L	V	12 FEB 1980
5. OL/P & TS (ARMEN)	ay	1 FEB 1980

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

6. C/R & SB - req. distribution
but may I have about
20 extra
copies
Barbara

green paper

Official file

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

INSTRUCTION NO.
LI 20-36

LI 20-36
PERSONNEL
7 February 1980

SUBJECT: Certification of Advance Work Plan

1. Performance Appraisal Reports (PAR) are due in the Office of Personnel Policy, Planning, and Management (OPPPM) according to the following schedule.

<u>Grade</u>	<u>PAR Date</u>	<u>Due OPPPM</u>
SIS	30 Sept	31 Oct
GS-15	31 Mar	30 Apr
GS-14	30 Apr	31 May
GS-13	30 Jun	31 Jul
GS-12	31 Jul	31 Aug
GS-11	31 Aug	30 Sept
GS-10	30 Sept	31 Oct
GS-09	30 Sept	31 Oct
GS-08	31 Dec	31 Jan
GS-07	31 Dec	31 Jan
GS-06	31 Jan	28 Feb
GS-05 and below	31 Mar	30 Apr

2. It shall be Office of Logistics' policy to have reviewing officials submit a written certification that an Advance Work Plan (AWP) has been written. The certification will be addressed to Chief, Personnel and Training Staff and submitted with the completed PAR. If the AWP is not completed in sufficient time to meet the OPPPM deadline, then the PAR should be submitted with a statement that the AWP has not been completed but will be within 30 days. P&TS will monitor delinquent AWP's and keep me advised.

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3. AWP's do not have to be submitted to OPPPM this fiscal year. Beginning in FY 81, however, AWP's must be submitted with the PAR's covering the same reporting period.

Example: GS-07 annual PAR's were due in January for the period ending 31 December 1979. An AWP for the next year should have been written. This AWP will be submitted with the December 1980 PAR. A new AWP will be written in December 1980 to cover the period to December 1981.

Since AWP's will not be submitted at the time they are written, the requirement for certification will ensure that AWP's are written at the beginning of the rating period to be used for discussions throughout the year.

4. These procedures also apply to employees under wage, printing and other non-GS schedules, in accordance with their PAR schedules.

5. Supervisory and managerial personnel are reminded that they will be evaluated on the "quality of performance appraisal" they prepare on employees.

[Redacted Signature Box]

James H. McDonald
Director of Logistics

STAT

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LI 20-36

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PERSONNEL
7 February 1980

SAMPLE

TO: Chief, Personnel and Training Staff

Advance Work Plan
Certification of Completion

I certify that the Advance Work Plan for _____
has been completed for the next reporting period. (Name)

Signature of Reviewer Date

OR

TO: Chief, Personnel and Training Staff

The Advance Work Plan for _____
has not been completed for the next reporting period. It will
be completed within the next 30 days. A certification will be
submitted to C/P&TS upon completion. (Name)

Signature of Reviewer Date